How to Take Pictures and Convert to PDF to Type on Worksheets

Using PDF Expert and PDF Converter

This method is optimal for shorter assignments of one to two pages in length

1.	Lay paper on a flat surface in a well-lit are	ea 2.	Open the <u>Camera</u> t	ool on the iPad	
3.	Get the document centered so that you o	can see 4.	Once the picture ha	as been taken-	٦
	the entire page. Hold the iPad level above	ve the	open up <u>PDF Conve</u>	erter V	
	document. The apps work optimally whe	en the		PDF	
	picture is taken in portrait rather than lar	ndscape			
	mode.			PDF Conver	ter
5.	Choose Photos on the left PDF Conve	erter 6.	Next, choose <u>Came</u>	ra Photos	
	hand side	nts	<u>Roll</u> in the center		
				Select photo to convert:	
	rday			Photos	
	Clipboar	d		Camera Roll (182)	>
	L Contacts	5			
	Photos			iny Photo Stream (588)	<u>́</u>
7.	Locate the photo you just took. Open the	e photo 8.	On the top right ha	and side of the screen there	is
	you would like to annotate/type on.		an icon-a rectan	gle with an arrow. Select it.	
9.	Go to open in and choose Open	10	. Once <u>PDF Expert</u> la	unches you can type or write	e
	in PDF Expert.	and ler di mat creat Sid les	on top of the docur	ment using the tools below.	
	event i	hat initia d 311 court			
	Open	n in PDF	_		
	Ex	cpert			
11.	When the work is finished go again to the	e icon. 12	. Choose the	Cancel Send by Email	
			option on the	Choose format for the PDF file to send by E-m	ail
	Choose Send By Email.		top to attach	PDF Document	
			and send the	signatures and form fields.	J
	Send By Email		document to		
	Cond By Email		the recipient.	PDF Flattened Copy Use this option to send the document to other iPad and iPhone users or to protect your approximates	d
	Brint			forms from editing.	
	Fille			Annotations Summary	
	Open in			Insert summary of all annotations present in the document into email body. Document will be attach to email.	hed
	Open In				

If the work has already been converted to PDF expert-go directly to PDF expert and open.